

Community Coalitions of Idaho: Job Description

Title: Executive Director

Description of the Organization: CCI is a statewide network organized in 2009 to support community coalitions in their efforts to prevent substance abuse across Idaho. Supported through grants, it has recently been awarded its 501c3 non-profit status.

Duties and Responsibilities: Provides overall management, planning, and leadership of the organization. Reports directly to the Board of Directors and to the Office of Drug Policy Administrator. Works with the Board and committees to further the organization's goals of networking, advocacy and education. Interprets the organization's purpose, and provides resources to outside organizations and the public in order to expand and strengthen coalitions and their interconnections. Acts as a liaison to other aligned organizations to achieve common objectives. Seeks, obtains, and manages grants to provide organizational sustainability.

Specific Responsibilities:

- Facilitates and coordinates cooperation and collaboration among coalitions and partners.
- Convenes coalition meeting, board meetings, and conference calls.
- Maintains contact lists, minutes, grant reports and budget reports.
- Seek and obtain grants and additional revenue streams to assure sustainability
- Travel for onsite visits with coalitions to offer resources and assistant.
- Seek resources and technical assistance for coalition member trainings.
- Assists in recruiting new members to ensure adherence to requirements for board membership and officers.
- Utilize teleconferences, webinars, social media and other tools to increase member coalition connections, action alerts, and dissemination of information.
- Demonstrates ability to communicate effectively through oral and written presentations and correspondence.
- Performs other duties as assigned by Board of Directors.

Qualifications for Position: Bachelor's degree and/or commensurate experience in relevant field. Non-profit management a plus.

Skills Required: Comprehensive knowledge in prevention and coalition development. Computer and social media skills.

Personal Qualities: Must be a self-starter and able to work independently. Able to collaborate with diverse stakeholders, community members and professionals. Confident, calm, cheerful.

Position: Approximately 22 hours / week until Oct. 1, 2014. Contract \$30 per hour, no benefits. Required to travel occasionally in-state, reimbursed. Flexible hours. Potential for increased hours / benefits depending upon future funding obtained.

**Note: This position is funded by a one-time grant through September 30, 2014, after which time it will be the responsibility of this individual and the Community Coalitions of Idaho Board to obtain funding to support this position and the organization.*

To apply, please send a cover letter and current resume to:

Elisha Figueroa
Administrator
Office of Drug Policy
304 N. 8th Street, Room 455
Boise, ID 83720

Elisha.figueroa@odp.idaho.gov

All application materials due by close of business November 4, 2013.